



Town of Shelburne, Vermont

CHARTERED 1763

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Clerk/Treasurer
(802) 985-5116

Town Manager
(802) 985-5111

Zoning & Planning
(802) 985-5118

Assessor
(802) 985-5115

Recreation
(802) 985-5110

FAX Number
(802) 985-9550

Request for Qualifications

Architectural/Engineering/Construction Management/Project Management Services

Town of Shelburne Library Building Steering Committee

New Library and Historic Town Hall Renovation

General

Shelburne's Library Building Steering Committee (SLBSC) on behalf of the Town of Shelburne and Pierson Board of Trustees seeks qualifications, project histories, and an understanding of philosophy from qualified architectural, engineering, construction management, and/or project management firms to work in partnership with the SLBSC to finalize our vision for a new public library, renovations to our historic Town Hall, and municipal complex redesign.

Services desired by the SLBSC include but may not be limited to the following: 1) visioning; 2) programming; 3) site analysis; 4) design work ranging from preliminary to final; 5) community engagement; 6) cost estimating; 7) development and execution of construction documents and contracts; 8) project construction administration. The SLBSC seeks a partner/partners that will stick with the project for all necessary phases and until completion. The SLBSC, Library Board of Trustees, and Selectboard have publically endorsed a preferred design concept with corresponding cost estimates; however, the specifics of the concept have yet to be determined. Firms are encouraged to submit responses in coordination with partners, if applicable.

The SLBSC encourages interested firms to articulate their recommended approach to this project and how they will work with the SLBSC and the community to push this project from concept to reality.

Please note that the SLBSC reserves the right to reject any and all proposals

Project Description

Dating back to 2010 the Pierson Library Board of Trustees has been looking to upgrade and expand the Pierson Library, the Town of Shelburne's Public Library, and has developed preliminary architectural plans. In 2014 the Library Board of Trustees and the Shelburne Selectboard appointed a four (4) member Library Building Steering Committee – made up of the Library Director, Town Manager, Board of Trustee member, and Selectboard member – to further this cause. In 2015 the SLBSC presented updated plans to the public which have been conceptually supported by the Selectboard and Board of Trustees. Furthermore, the SLBSC is actively engaged in a private fundraising effort to finance this project. The Town of Shelburne Selectboard has also indicated it would support partial funding via public debt. Up-to-date information on this project is available on the Town website: <http://shelburnevt.org/231/Pierson-Library-Building-Steering-Commit>

Anticipated Timeline

The proposed selection timeline is as follows:

RFQ Issued – April 11, 2016

Mandatory Site Visit and Project Presentation from Library Director – April 25, 2016 (2:00 – 3:00pm @ Pierson Library, 5376 Shelburne Road, Shelburne, VT)

Deadline for Questions – May 2, 2016

Responses Due – May 12, 2016 at 4:00pm

Finalist Interviews – June 1, 2016 (Time(s) TBD)

Selection – June 15, 2016

Contract Approval – June 28, 2016

Initial Proposal Requirements

Please submit 4 hard copies and 1 electronic copy of your proposal, tabbed and labeled per this list (by item number):

1. Provide a brief description of your firm, type of ownership, length of time in business, number of personnel, and business philosophy and approach.
2. Provide the résumés of personnel to be assigned to the project including relevant experience. Identify individual roles and describe how the team has worked together on past projects.
3. Provide a list of at least 3 similar projects that your firm has undertaken. Include name of owner, project description, cost of construction, date of completion, and reference information (email and telephone numbers).
4. Provide fee schedule.
5. Provide references.

Selection Criteria

1. Demonstrated experience with similar projects.
2. Demonstrated experience working with a committee.
3. Demonstrated experience with municipal capital projects.
4. Demonstrated experience presenting information to a wide-range of constituents including: potential private donors, community groups, boards, and the public.
5. Demonstrated ability to manage complex projects and stay within a budget and timeline.
6. Demonstrated ability to manage and complete projects with non-linear timelines where the work may ebb and flow due to an unknown flow of financing.
7. Demonstrated experience with privately-fundraised buildings (preference: public buildings) and ability to provide renderings helpful in promotional materials and public presentations.
8. Demonstrated qualifications with green, energy efficient, sustainable design and/or building practices.
9. Preference will be given to local and/or Vermont firms.

Additional Information

Proposals received after the deadline will not be considered.

Shelburne's Library Building Steering Committee on behalf of the Town of Shelburne and Library Board of Trustees reserves the right to reject any and all proposals.

Proposals and written/emailed questions should be submitted to:

Pierson Library
Attention Lara Keenan, Director
5376 Shelburne Road
Shelburne, VT 05482
lkeenan@shelburnevt.org

SLBSC may request additional information not included in this initial RFQ from finalists.

Project Information Available

<http://shelburnevt.org/231/Pierson-Library-Building-Steering-Commit>

<http://www.piersonlibrary.org/new-library-project/>

Contact Information

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Pierson Library Director
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